ARMY CONTRACT WRITING SYSTEM (ACWS)

Task Order 0001 Risk Reduction Statement Of Objectives (SOO)

Version 1.0

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Prepared By:
Product Manager
Army Contract Writing System (ACWS)

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Revision History

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1.0 Purpose

This Statement of Objectives (SOO) identifies the broad, basic, top-level objectives for Task Order (TO) 001 in Risk Reduction Phase for a mature Commercially Available Off-the-Shelf (COTS) Contract Writing System (CWS)[1].

The purpose of this phase [this Risk Reduction task order] is to reduce technology, engineering, integration, and life-cycle risk cost to the point that a decision to award a contract Task Order for Development and Deployment (Build 1) can be made with confidence in successful program execution for development, production, and sustainment.[2]

2.0 Background & Terms of Reference

2.1 Background

Same as ACWS SOO.

2.2 Terms of Reference

Same as ACWS SOO.

3.0 Scope

The TO 001 will complete the activities required for the Risk Reduction Phase following a tailored Model 3 of the Department of Defense Instruction, 5000.02.[3]

The phase will focus on activities required for:

(1) All successful delivery and acceptance of CDRLS, including a Preliminary Design Review (PDR) with an approved system allocated baseline

(2) Obtaining an Authorization to Operate (ATO) for ACWS in the Government designated facility for four (4) ACWS environments: development, test, production and COOP, and

(3) Achieving Milestone B as Authorization To Proceed–2 (ATP-2) Decision approval for Build 1.

[1] "DoD defines a COTS CWS as a commercially available software application, or product, whose core competency (out of the box) is to generate and issue FAR-based contracting actions (awards, orders, or modifications)." DoD Strategic Plan For Defense Wide Procurement Capabilities (A Functional Strategy), Version 2.1, February 12, 2016, Page 7. ACWS incorporated this definition in the ACWS SOO.
[2] Department of Defense Instruction, 5000.02, January 7, 2015, page 19.
[3] Department of Defense Instruction, 5000.02, January 7, 2015, page 11.

To accomplish these activities, the Contractor will successfully perform Program Management and Systems Engineering tasks regarding management, planning, and preliminary solution design. Specific tasks are identified as success criteria, linked to five (5) Government decision points to measure the success of the Contractor are annotated in this SOO with double asterisks (e.g., 6.2.e. ** Operating Environments).

Additionally, the Risk Reduction exit criteria includes the successful installation of the OOTB ACWS solution software in the target development environment at the Government designated hosting facility, which will be different than Risk Reduction site.

4.0 Program Objectives

Same as ACWS SOO. All activities for this TO should demonstrate readiness and ability to achieve the Program Objectives.

5.0 Business Outcomes

Same as ACWS SOO. All activities for this TO should demonstrate readiness and ability to achieve the Business Outcomes.

6.0 Task Order Objectives

The objectives are to: (1) deliver / install and provide the Product Management Office and select user representatives access to the Out-Of-The-Box (OOTB) ACWS proposed solution, (2) demonstrate that the overall program preliminary design meets all requirements, (3) assess the Cyber security compliance, and (4) establish the basis for proceeding with detailed design with acceptable risk and within the cost, schedule and performance constraints.

Successful performance is defined by meeting the Contractor time-line as well as the entrance and exit criteria of selected events on the Contractor Integrated Master Schedule (IMS) for the Task Order Period of Performance (PoP). The events selected for Success Criteria provide the measurement of successful performance for Task Order 0001 Statement of Objectives (SOO) include (listed by order of events):

a) Contractor On-boarding completed (SOO 7.0)
b) ACWS Software Solution Operating in a Government Designated Hosting Facility and/or the Contractor's Facility (SOO 6.2.e., 6.3.2.f. & 6.6.b.)
c) Global Analysis Business Process Re-engineering (BPR) completed (SOO 6.3.1.a.)
d) Combined System Requirements Review/System Functional Review completed (SOO 6.2.g.1.)
e) Interface Definition completed (SOO 6.3.1.c.)

f) Assessment and Authentication/Cybersecurity Compliance completed (SOO 6.3.3.b)
g) Preliminary Design Review completed (SOO 6.2.g.2.)

In addition, successful progress is based on the Government acceptance of all of the Contract Data Requirement List (CDRLs) identified that require FAR 52.227-21/DFARS 252.227-7030, Technical Data Declaration, Revision, and Withholding of Payments--Major Systems and that are due during the awarded period of performance.

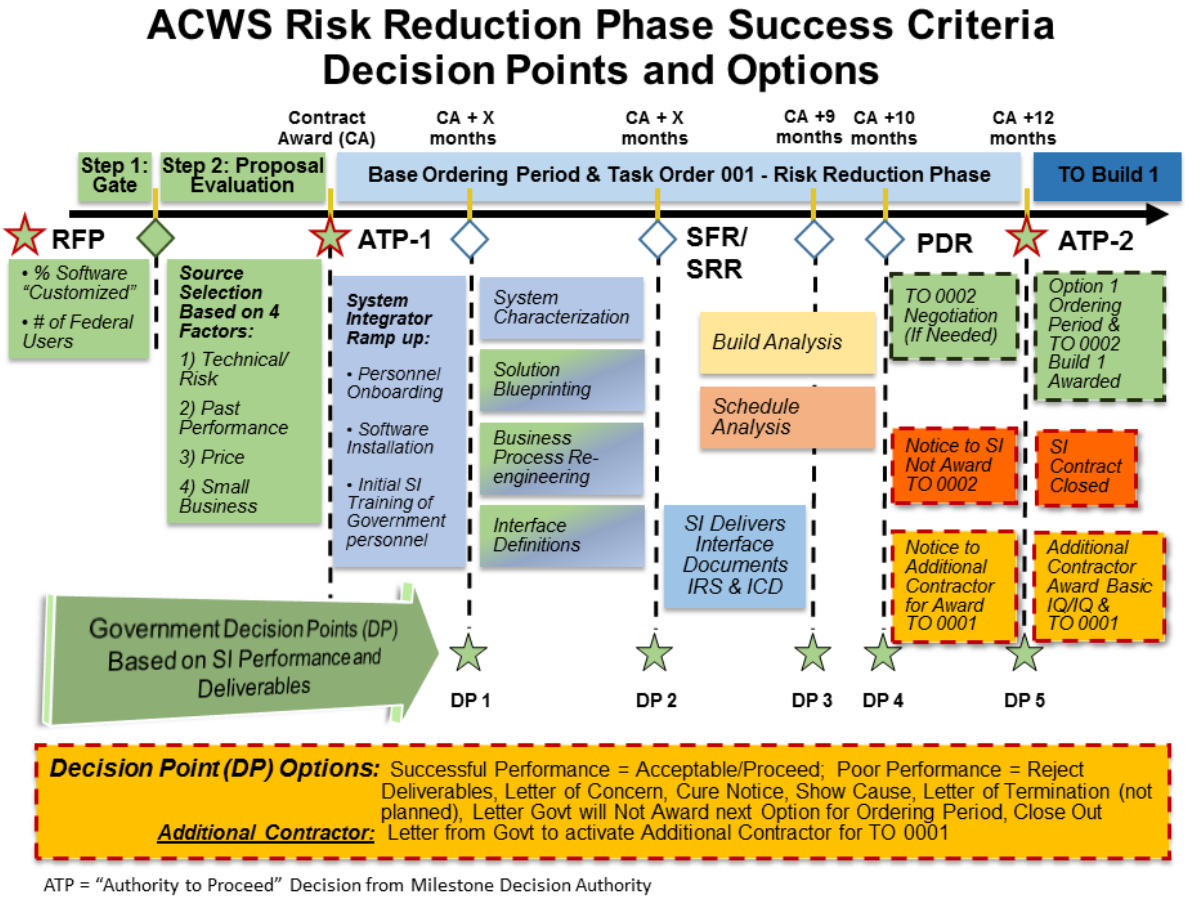

Figure 1: Task Order Success Criteria

The Task Order Contract Line Item Number (CLIN) structure is defined in Figure 2 with a Task Order Plan approach as the baseline. For Risk Reduction, the CLIN Structure is set as listed. Blank spaces in the column under the Task Order 0001 indicate CLINs that are not funded for this effort (e.g. Solution Deployment). The list of Success Criteria events (a. – g. above) are combined with Figure 1 and Figure 2, to define five (5) Government Decisions Points that will review the Contractor's performance. The Government will communicate the results of each decision point with a letter from the Contracting Officer.

ACWS ID/IQ CLIN Structure and Task Order 0001

CLIN #	* ID/IQ Contract Scope	* Task Order 0001 Risk Reduction
1	Program Management	PGM Mgt
2	Systems Engineering Management & Planning	SE Mgt & Planning
3	Solution Design & Development	Solution Design & Development (Design Only)
4	Test & Evaluation	Test & Eval (Planning Only)
5	Training	Training
6	Solution Deployment	
7	Organizational Change Management	Org Change Mgt
8	Operations & Support	
9	Licenses	Licenses
10	Transition Out	
11	Studies & Analysis	Studies & Analysis
12	Travel	Travel
13	Other Direct Charges	ODC
14	Manpower Reporting	Manpower
15	Contract Data Rqmnt List	CDRLs
	12 Month Base Ordering Period	
	* Initial Award: Basic ID/IQ Scope & TO 0001	

Figure 2: ID/IQ and Task Order CLINs

6.1 Program Management

The overall Program Management objective is to execute planned activities within cost, schedule, and performance parameters. The Program Management objectives of Risk Reduction are to achieve:

- establishment of a project team and comprehensive staffing plans
- development of a program management plan with an Integrated Master Schedule (IMS) that incorporates technical, security, performance and functional risk mitigation, and includes comprehensive execution activities of subsequent Task Orders

- successful acquisition milestone decisions and creation of supporting documentation in accordance with DoDI 5000.02 and Army Regulation 73-1, Army Acquisition Procedures.

Program Management support includes:

a) Program Management – Establish and perform a comprehensive Program Management Plan (PMP) [CDRL A001] that describes the processes and procedures associated with how the program will be managed and executed and ensures accurate and timely cost, schedule and performance information throughout the life cycle of the program.

b) Contractor Work Breakdown Structure (CWBS) – Define and implement a comprehensive Contractor Work Breakdown Structure [CDRL A002] and associated dictionary, compliant with MIL-STD-881C, which identifies all the Contractor activities necessary to deliver the ACWS solution.

c) Schedule Management – Prepare and implement a resource-loaded Integrated Master Schedule (IMS) [CDRL A003] that provides a comprehensive enterprise solution roadmap to include major milestones, program reviews, incremental software builds, test events, training, deployment to designated locations and sustainment activities, legacy system retirement and any other roadmap topics/items. The IMS shall be aligned with the CWBS and follow the guidance in the GAO-16-89G Schedule Assessment Guide Best Practices for Project Schedule, December 2015.

d) Personnel Management – Provide qualified staff with the requisite knowledge, skills, experience and certifications necessary to perform in the position to which they have been assigned to support the activities of the ACWS program to meet the cost, schedule and performance over the entire ordering period. Notify the Government if one or more of the 'key personnel' (Contractor identified), for any reason, become or is expected to become unavailable for work for a continuous period exceeding 30 calendar days, or is expected to devote substantially less effort to the work than indicated in the approved IMS or as initially planned. Submit to the Procuring Contracting Officer (PCO) / Contracting Officer Representative (COR), for approval, the résumé and any other required data of the qualified replacement.

e) Communications - Establish and perform formal and informal forums (e.g., program reviews, status updates, recurring reports, and metrics) to achieve program goals and reduce the overall level of required Government oversight for cost, schedule, and performance (to include: program management, financial management, technical management, contract management, data management, and subcontract management). [CDRL A004 Program Status Reports]

f) Risk Management - Establish and conduct a risk management process, in accordance with the *Department of Defense Risk, Issue, and Opportunity Management Guide for Defense Acquisition Programs* dated June 2015, which

identifies and mitigates program risks and provides for metrics to monitor program status. [CDRL A005 Risk Management Plan (RMP)] [CDRL A006 Risk Management Status Report]

g) Quality Management - Perform quality assurance as a process that monitors the overall plan, procedures, and controls that the Contractor will use to provide and maintain a satisfactory quality system for the duration of the IDIQ contract. [CDRL A007 Quality Assurance Program Plan (QAPP)]

h) Configuration Management - Conduct a comprehensive configuration management approach that ensures system integrity while changes are made to the system throughout the lifecycle of the system. [CDRL A008 Configuration Management Plan (CMP)]

i) Earned Value Management – Not applicable for this TO. [CDRLs A009 EVM Plan, A010 EVM Report are reserved for future potential use]

j) Contract Funds Management - Establish a baseline, monitor, and report contract funds status. [CDRL A011 Contract Funds Status Report]; [A013 Cost Data Summary Report (CDSR)]; [A014 Software Resource Data Report (SRDR)]; [A015 Functional Cost Hour Report (DD1921-1)]; and [A0016 Contract Business Data Report (DD1921-2)].

k) Program Documentation Management – Develop and manage documentation in a consistent and appropriate form and format. Include the description of this process in the PMP. [CDRL A001]

l) Audit Readiness – Not applicable for this TO.

6.2 Systems Engineering Management and Planning

The overall Systems Engineering Management and Planning objective is to plan and manage all engineering tasks required to achieve a balanced set of activities, which include analyze, design, development, test and support functions, to satisfy ACWS requirements throughout the program lifecycle. Specific Systems Engineering Management and Planning objectives for Risk Reduction are to achieve:

- a full understanding of the technical, security, performance, schedule and cost risks and mitigation plans to address those risks
- an understanding of the level of effort required to implement all external interfaces (including any that might be offered OOTB) in the production environment and aligned to a specific ACWS Build
- the establishment of the ACWS Development Environment at the designated Government hosting facility, including recommendations as to which hosting services (inclusive of hardware and operating system specifications) should be provided / implemented

- a full understanding of all of the required ACWS Operational Environments (OE) (i.e., NIPRNet, SIPRNet, Disconnected State) to include technical profile and additional efforts that will be required to establish each OE
- a comprehensive plan for solution development spanning all ACWS Builds, including a development object inventory mapped to solution scope and expected configuration requirements

Systems Engineering Management and Planning support includes:

a) Engineering Management - Perform management activities to oversee and support Risk Reduction Phase analysis, preliminary design, and assessment of the ACWS OOTB solution, including facilitating workshops, conducting meetings and technical reviews, providing the appropriate documentation, and ensuring compliance with DoDI 5000.02. [CDRL B001 Systems Engineering Management Plan (SEMP)]

b) Enterprise Architecture Management and Maintenance - Manage the development of solution-specific architecture viewpoints; maintain DoDAF architecture viewpoints to ensure architecture remains consistent with current solution configurations and designs across all releases and sustainment; ensure compliance with the prevailing release of the DoD Business Enterprise Architecture (BEA).

c) System Performance Analysis and Reporting – Define performance metrics, (e.g., Technical Performance Measures in accordance with the ACWS SEP) for the ACWS OOTB solution, perform analysis, and prepare reports. [B002 System Performance Reports]

d) Hosting Analysis – Not applicable for this TO.

e) ** Operating Environments – There are two hosting facilities. One (1) Government operating environment for the Risk Reduction Phase: Risk Reduction, and one (1) Contractor operating environment: Contingency. The Risk Reduction environment may be hosted at a Government facility other than Defense Information Systems Agency (DISA) and will not be continued beyond MS B as ATP-2. In addition, the Contractor is tasked to host the ACWS OOTB solution at the Contractor's facility as contingency for the Government site. The Contractor will be responsible for configuration and deployment of the ACWS OOTB solution application server software (e.g., Web, database), while the Government designated hosting site will provide management and configuration of the operating system, tools and monitoring, system administration, and storage capacity. After the Risk Reduction Phase, there will be four (4) environments: the Development, Test, Production and COOP. These environments will be hosted and funded by the Government. [CDRL B004 Operating Environment Requirements and Design]

f) Human Systems Integration – Ensure that the preliminary design complies with Human Systems Integration in the System Acquisition, Army Regulation 602-2, January 27, 2015 or later, AR 73-1 Test and Evaluation Policy, Section 2-15.

g) Technical Review(s) – Conduct the necessary design reviews to validate the system requirements and preliminary design. [CDRL B005 Technical Review Package]

1. ** System Requirements Review (SRR)/System Functional Review (SFR) – Conduct a SRR/SFR no later than end of the 9th month after contract award to: (1) ensure that the system requirements are complete and testable, and are consistent with cost, schedule, risk, technology readiness, and other system constraints; (2) establish the functional baseline, (3) determine that the design satisfies end user requirements and capability needs, and (4) determine whether functional requirement and verification methods support achievement of performance requirements. [CDRL B005 Technical Review Package]

2. ** Preliminary Design Review (PDR) – Conduct a Preliminary Design Review no later than end of the 10th month after contract award to ensure functionality is represented in an approved allocated baseline given requirements trades and the result of system characterization. [CDRL B005 Technical Review Package]

6.3 Solution Design and Development

The overall Solution Design and Development objective is to perform all analysis, design, development, test, and integration activities necessary for the successful future delivery of the ACWS solution. The specific objectives for Solution Design and Development for Risk Reduction are to achieve:

- Installation of the ACWS OOTB solution at the designated Government and Contractor's facility
- Development of a business blueprint that optimizes the Army to-be end-to-end Procure-to-Pay process and related procurement and procurement management processes and business scenarios in the context of the ACWS solution, including the solution integration with all partner systems
- Development of applicable Business Process Designs and Fit-Gap Assessments, including recommendations on how to address any identified gaps through trade-off analyses, and culminating in a plan for solution development spanning all ACWS Builds including a development object inventory (e.g., Reports, Interfaces, Conversions, Extensions, Forms, Workflows (RICEFW)) mapped to solution scope and expected configuration requirements as well as a development object inventory by build

6.3.1 Solution Design Support

Solution Design support includes:

a) ** Global Analysis – Lead the Government in conducting Business Process Re-engineering (BPR) to evaluate potential business process changes to align with the proposed ACWS COTS / OOTB solution; conduct analysis to compare the ACWS OOTB solution to the ACWS requirements; identify system configuration and/or customization requirements. [CDRL B006 Fit/Gap Report] [CDRL B007 Business Process Design] [CDRL B008 Requirements Traceability Matrix]

b) System Characterization – Support the Government in conducting the following:

   i. Technical risk and standards assessment to identify risks and provide mitigation strategies associated with the end-to-end system performance, software limitation, security, legacy data access, interface development and integration, [A006 Risk Management Status Report];

   ii. Performance and scalability assessment to determine user capacity, data capacity, and computing resource requirements for hosting and provisioning at the Government designated hosting facility in preparation for Build 1. [B009 System Provisioning Document]

c) ** Interface Definition – Assess OOTB interfaces against interface requirements, determine required interfaces or integration points to external and internal systems and partner systems, define data exchanges at the data format level, and document interface specifications no later than the end of the 10th month after contract award. [CDRL B010 Interface Control Document] [B011 Interface Requirements Specification]

d) Architecture Development – Develop business, system, and technical architecture artifacts (i.e., applicable DoDAF architectural viewpoints) and associated descriptions to support acquisition milestone documentation, Fit-Gap, Global Analysis and Blueprinting efforts, and solution preliminary design. [CDRL B012 Architecture Viewpoints and Plan] [CDRL B007 Business Process Design]

e) Requirements Analysis – Analyze the ACWS requirements and decompose / derive requirements to the software level; allocate the requirements to the component level; update requirements document(s); determine optimal hosting infrastructure requirements for classified, unclassified, and disconnected operations and supporting system operations. [CDRL B008 Requirements Traceability Matrix] [CDRL B011 Interface Requirements Specification (IRS)] [CDRL B013 Software Requirements Specification (SRS)]

f) Build Planning – Develop a comprehensive build plan for all requirements under the approved baseline. [CDRL B014 Build Plan]

g) System / Software Design – Conduct analysis of the global blueprint to identify and conduct build-specific design activities; develop specific functional, non-

functional (e.g. software reliability, responsiveness, usability), and integration design artifacts required to enable efficient and effective software development activities; identify system constraints, limitations, and implementation dependencies. [CDRL B015 Software Design Description (SDD)] [CDRL B016 Interface Design Description (IDD)] [CDRL B017 Database Design Document] [CDRL B018 Human Engineering Design Approach Document]

6.3.2 Solution Development Support

Solution Development support includes limited scope for this TO:

a) Capability Development/Integration – Not applicable for this TO.

b) Interface Development – Not applicable for this TO.

c) Software/System Integration – Not applicable for this TO.

d) Capability Configuration – Configure all system parameters to implement the defined business processes and capability design, to include infrastructure level parameters to meet performance requirements.

e) Development Test – Not applicable for this TO.

f) ** Solution Delivery – Deliver and install the ACWS OOTB solution at the Government designated hosting facility for Risk Reduction no later than 60 calendar days after contract award. In addition, deliver the ACWS OOTB solution to the Contractor designated facility as a contingency for the Government site and as the risk reduction COOP Site. Separately, prepare and install the OOTB ACWS solution software that represents the PDR approved baseline, in the target development environment at the Government designated hosting facility site no later than 12 months after contract award. [CDRL B019 Computer Software Baseline] [CDRL B020 Software Version Description (SVD)]

g) Configuration Audits – Assist the Government in preparing, conducting, and documenting the results of Functional and Physical Configuration Audits. (FCAs/PCAs) [CDRL B022 Configuration Audit Summary Report]

6.3.3 Cybersecurity and Program Protection Support

The overall objectives of this section are to conform to the DoD cybersecurity/RMF requirements and to plan and implement the protection of the system components/technologies/critical program information from foreign collection, cyber exploitation/insertion/attacks, and battlefield loss throughout the acquisition lifecycle.

The ACWS Program Protection Plan (PPP) will be published after the contract award with the input from the Contractor. The ACWS PPP appendix, Cybersecurity Strategy, will be published 10 calendar days after the contract award. To ensure Contractors understand the program protection requirements, Attachment 0006 DASD Systems Engineering, Program Protection Plan Outline & Guidance, v.1.0, Tailored for Defense

Business Systems (DBS) June 13, 2013 is included to guide the preparation of a Program Protection Implementation Plan (PPIP) required to support the ACWS PMO's Program Protection effort.

Cybersecurity and Program Protection support for this TO includes:

a) Cybersecurity Workforce - Identify, manage and integrate Cybersecurity workforce functions into the ACWS Risk Reduction Phase. Ensure all personnel performing cybersecurity functions or security controls are trained and certified in compliance with DoDD 8140.01 and DoD 8570.01-M.

b) ** Assessment and Authentication (A&A)/Cybersecurity Compliance – Support the RMF process and activities (e.g., Security Risk Assessment, Plan of Action and Milestones (POA&M)) to facilitate the security A&A of the system according to all relevant cybersecurity standards/directives/policies (e.g., DoDI 8510.01, NIST SP 800-30 Rev 1) and the associated security controls as defined in DoDI 8500.1 to ensure ACWS is fully accredited throughout the program lifecycle. This includes providing updates to the DoD Enterprise Mission Assurance Support Service (eMASS) system as required and providing supporting cyber security documentation for upload as artifacts in eMASS, mitigating all security risks and vulnerabilities found during A&A and during continuous monitoring and scanning activities. All vulnerabilities must be mitigated IAW DoDI 8510.01 based on the Category Level. Support the implementation of DoD/Army-directed Cybersecurity mandates such as Information Operations Conditions (INFOCONs), Information Assurance Vulnerability Alerts and Bulletins (IAVA/Bs) and all applicable vendor released security updates, fixes, patches and bundles for the COTS solution throughout the program lifecycle. Develop system documentation required for the Security Authorization Package. [CDRL B023 Risk Management Framework (RMF) Package]

c) Program Protection – Develop and update the mission Critical Functional Analysis (CFA), vulnerabilities assessments, risk assessments, identification and counter measurement implementations, demonstration of visibility into supply chain and Software Assurance for critical components, and update of CFA results and Program Protection risks and mitigations at each Technical Review (assuming the system contains no CPI). Develop and implement a Program Protection Implementation Plan (PPIP) that describes the Contractor's implementation of the Government-PPP. [CDRL B024 Program Protection Implementation Plan (PPIP)]

d) Software Assurance – Provide an updated plan to achieve and demonstrate the level of confidence that the software is reliable and functions as intended and that the software is free from security vulnerabilities and malicious code, either intentionally or unintentionally designed or inserted as part of the software, throughout the lifecycle. At a minimum, the plan includes countermeasures to prevent, detect, and respond to vulnerability in software; continuous monitoring; and adheres to secure coding standards. Develop, document, and update

Software Assurance Countermeasures Table 5.3.3-1 from Attachment 0006 DASD Systems Engineering, Program Protection Plan Outline & Guidance, v.1.0, which summarizes the planned and current state of a program's software assurance activities in accordance with the table description provided in the Defense Acquisition Guidebook section 13.7.3. Assess all software code against the Common Weakness Enumerations (CWE), Common Vulnerabilities and Exposures (CVE), and Common Attack Pattern Enumeration and Classification (CAPEC). Leverage, to the maximum extent necessary, automated tools (including Government-provided) to identify and remediate vulnerabilities or weaknesses in the COTS solution. Provide visibility into software versioning down to the lowest feasible software component level. Mitigate new, critical vulnerabilities detected no later than 30 calendar days after detection, depending upon the criticality of the vulnerability and whether the system is in Production or not. Additionally, ensure vulnerabilities are successfully mitigated during the build development period of the affected software and no later than the established release / deployment date of that same software.

e) Software Compliance – Ensure software complies with all DoD Instructions/Federal Standards (e.g., DoDI 8500.1, DoDI 8551.1, and Federal Information Security Modernization Act of 2014 (FISMA)). Design, develop and implement secure software and configurations through applying applicable DoD Secure Technical Implementation Guides (STIGs), checklists, security guidance for vendors, and industry best practices, and as provided and available in the CAC-enabled DISA Information Assurance Support Environment (IASE) web site.

   [CDRL B024 Program Protection Implementation Plan (PPIP)] [CDRL B025 Critical Functional Analysis]

f) Incident Management – Not applicable to this TO.

6.3.4 Data Support

Data Support includes:

a) Data Access – Provide ACWS solution with the capability to access data sources external to ACWS (either through an external interface utilizing the Procurement Data Standard .XML, or an initial bulk load and on-going synchronization of master or other referential data) to enable users to produce, administer, and close-out procurement instruments while ensuring that any imported data is consistent with and validated against business rules.

b) Data Tools – Provide the ACWS preliminary design that includes the capability to provide users with the necessary tools, job aids, and training to transfer procurement instruments (if deemed necessary) from SPS, PADDS or VCE into ACWS, and developing procedures to support the transfer, administration, procure-to-pay integration, and close-out of transferred procurement instruments.

c) Data Services – Provide the ACWS preliminary design that includes the capability to search, access, and retrieve data from multiple data sources, including the Government procurement data warehouse, to support analysis, reporting and other Business Intelligence requirements related to procurement instruments.

d) Data Maintenance – Provide the ACWS preliminary design that includes the capability to manage and maintain data in accordance with requirements and all applicable Army, Department of Defense, and Federal laws, regulations, and polices.

The engineering efforts and products described in 6.3.2 and 6.3.3 shall address the contract objectives of 6.3.4 Data Support. Any additional tasks or deliverables required to achieve the objectives of 6.3.4 Data Support that are related to the objectives for 6.5 Training, 6.6 Solution Deployment, and 6.7 Organization Change Management shall be addressed with those respective areas' support tasks and deliverables.

6.4 Test and Evaluation

The overall Test and Evaluation objective is to support the ACWS Solution Design and Development by serving as a feedback mechanism in the iterative ACWS System Engineering and Planning. The specific objectives to support the Risk Reduction phase are to (1) gain a full understanding of the ACWS solution, and (2) plan for all necessary test events to ensure all program milestone are achieved.

Test and Evaluation support includes:

a) Requirements Testability – Conduct a requirements testability analysis to (1) to ascertain if the requirements will be proved via Analysis, Inspection, Demonstration, or Test, (2) identify the requirements with test limitation(s) or constraint(s) that reduce testability, and (3) provide recommendations to improve requirements testability. [CDRL C001 Requirements Testability Analysis]

b) Test and Evaluation – Support the OOTB assessment and system characterization. Create and maintain test plans. Documentation should provide the objective evidence that the stated requirements will be tested and evaluated in the applicable context of the supporting referenced guidance. [CDRL C004 Coordinated Test Plan] [CDRL C005 Software Test Plan (STP)] [CDRL C006 Operational Availability Plan]

c) Test Schedule – Establish an event driven testing schedule within the program IMS that allows adequate time to support test and evaluation and reporting requirements.

d) Integrated Testing – Not applicable for this TO.

e) Test Tools – Not applicable for this TO.

f) Modeling and Simulation Testing – Not Applicable to this TO.

6.5 Training

The overall Training objective is to develop and manage a comprehensive training solution and approach that establishes and maintains user proficiency throughout the lifecycle of ACWS. The training objective for the Risk Reduction phase is to provide Government personnel sufficient knowledge to use ACWS OOTB solution to support Risk Reduction Phase activities (e.g., blueprinting and business process definition).

Training support includes:

a) Training Management – Develop a comprehensive training plan that describes the training methods to be deployed throughout the ACWS life cycle phases. [CDRL D001 Training Management Plan]

b) Training Materials – Provide ACWS OOTB training materials (e.g., commercial user guides, operations manuals, and maintenance manuals). [CDRL D002 Training Materials]

c) ** Training Delivery – Deliver ACWS OOTB training and familiarization to 50 Government functional personnel and up to 25 Government Program Office personnel (75 total) for use as BPR SMEs (see Attachment 0007 ACWS_CONOPS-OMS-MP) no later than 60 calendar days after contract award.

d) Training Performance – Perform user training for ACWS OOTB solution.

e) Training Augmentation – Not applicable for this TO.

f) Education – Not applicable for this TO.

g) Management Training – Not applicable for this TO.

6.6 Solution Deployment

The Solution Deployment objective is to provide the ACWS user community access to the ACWS solution in accordance with assigned “ACWS User Roles.” The specific objective for Solution Deployment during the Risk Reduction phase is to develop a plan to deploy ACWS to all users and sites with minimum disruption to operations.

Solution Deployment support includes:

a) Planning – Develop a Deployment Plan that describes the approach for site preparation and activation inclusive of all tasks associated with Solution Deployment support. [CDRL D003 Deployment Plan]

b) ** Access – Provide access to the ACWS OOTB solution for the Government personnel in support of Risk Reduction tasks no later than 60 calendar days after contract award.

c) Technical Services – Not applicable to this TO.

d) Deployment / Fielding Tasks – Not applicable to this TO.

e) Technical Support – Provide technical support services required to monitor,

assess, troubleshoot, and respond to incidents related to the ACWS OOTB solution during the Risk Reduction phase.

6.7 Organizational Change Management

The Organizational Change Management (OCM) objective is to introduce the ACWS Program and gain solution acceptance by end-users, key-stakeholders, and interface partners. The objective for OCM for the Risk Reduction phase is to develop a plan for all organizational change management activities to deploy ACWS to all users and sites with minimum disruption to operations.

Organizational Change Management support for this TO includes:

a) Planning and Communications Support – Develop and implement a Change Management Plan consisting of communications strategies and plans associated with the retirement of legacy systems and the adoption of the ACWS solution (e.g., briefings, software demonstrations, user workshops, and marketing materials). [CDRL D004 Change Management Plan]

b) Knowledge Management Support – Provide content for the existing ACWS Knowledge Management Portal that provides users access to ACWS solution "help" materials located at the CAC enabled website, https://procurement.army.mil (e.g., manuals, guides, standardized training slides, images, pre-recorded audio/video, and related virtual support components).

c) Change Management Consistency – Not applicable for this TO.

6.8 Operations and Support

The Operations and Support objectives for this TO: (1) provide operations and support (e.g., break/fix, helpdesk, patches, updates, minor changes, and solution maintenance) of the OOTB solution, keeping the solution viable for the Risk Reduction Phase (2) ensure the planning of operations and support activities achieve the required sustainment performance thresholds (HLO-6), and (3) control/minimize costs through innovation.

Operations and Support for this TO includes:

a) Product Support – Develop and implement a Product Support Plan that describes the management, processes and procedures required to maintain the ACWS solution. [CDRL D005 Product Support Plan]

6.9 Licenses for Commercial Software

Same as ACWS SOO.

6.10 Transition Out

Not applicable to this TO SOO.

6.11 Studies, Analyses, Assessments and Improvements

The objective of Studies, Analyses, Assessments and Improvements is to provide directed expert analysis support and recommendations to continue the performance and improvements of the ACWS software.

The Studies, Analyses, Assessments and Improvements tasks for this TO include:

a) Performing three (3) directed studies, analyses, and assessments and deliver the results on or before the Preliminary Design Review (Para 6.2).

b) Identifying and recommending improvements on system operations and processes for each of the studies in this TO.

Conduct three separate analyses and deliver three reports no later than 300 calendar days after contract award that address future business processes and specifically address the following scenarios:

1. Provide an ACWS solution specific data management strategy to address the access and retention of legacy data currently maintained within SPS, PADDS, VCE and current data warehouses.
2. Provide a comprehensive ACWS solution specific disconnected state Concept of Operations (CONOPS). These CONOPS should address front-end User Experience (UX) and back-end data synchronization methodology.
3. Provide a comprehensive ACWS solution specific CONOPS in support of those organizations that execute and administer classified procurement actions and/or serve classified requiring activities. These CONOPS should include hosting requirements (NIPRNET and SIPRNET) and potential cross-domain considerations.

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6.12 Travel

Same as ACWS SOO.

6.13 Other Direct Charges

Same as ACWS SOO.

6.14 Manpower Reporting

Same as ACWS SOO.

6.15 Contract Data Requirements List (CDRL)

Same as ACWS SOO.

7.0 Period and Place of Performance

The period of performance for this task order placed under the contract will be no more than twelve (12) months.

The place of performance is at the Contractor facility. In addition, the Contractor shall provide a collaboration site within the National Capital Region (NCR) to accommodate interactions with up to 75 Government personnel and Support Contractors to conduct all activities related to the Risk Reduction phase. The collaboration site in the NCR must have network connectivity to the Government hosting facility.

The ACWS Program Management Office (PMO) is located in Northern Virginia. For close coordination, the Contractor should consider locating offices within the National Capital Region (NCR) and within walking distance of a Metro Stop.

ACWS will be supported by Subject Matter Experts from each of the contracting commands listed in the ACWS Concept of Operations / Operations Mode Summary Profile (Attachment 0007) and Contracting Geographic Locations and Authorized (Attachment 0011). For close coordination, the Contractor should take into consideration those locations.

** Contractor on-boarding (e.g., CAC, network access, laptops) must be accomplished no later than 60 days after contract award. ACWS OOTB solution COTS software must be installed at the Contractor's Collaboration Site and/or in the Government hosting facility within 60 days after contract award. The specific details of the Government hosting facility will be provided no later than 10 Days After Contract Award. The Contractor shall provide support for the Government hosting facility for installation, initial configuration, and ongoing operation of the environment until the conclusion of the Risk Reduction phase.

8.0 Operating Constraints and Conditions

Same as ACWS SOO.

9.0 Compliance References

Same as ACWS SOO.

END